

UCR Help - Editing an Arrest Over 18 ASR Form

Completion of the Arrest Over 18 ASR Report form is required if you selected "Activity" for the Over 18 form when creating the corresponding Return-A. (The selection table is located at the bottom of the Return-A form.) If "No Activity" was selected when creating the Return-A, the Over 18 form is not required and will be so indicated in the table at the bottom of the Return-A form.

The following steps should be followed to edit an Arrest Over 18 ASR form:

1. At the UCR Welcome Screen, click **"Enter UCR"**. Before an individual can access the UCR website or create a new report, the agency and the agency's designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency's authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.
2. Enter User Name and Password. To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are **case sensitive**. If your User Name was registered as "BILL" and you type "Bill" the system will not accept your user name. You must type it exactly as registered.

Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.

After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)

http://www.mshp.state.mo.us/ucr/ucr.nsf - Microsoft Internet Explorer

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UNIFORM CRIME REPORTING

Reports By Date

	Form	Agency ORI	Agency Name	Completion	Approval
✗	11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault					
✗	10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle					
✓	09/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending
✓	04/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP	Complete	Pending

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Internet

- A list of available Return-A forms will be displayed in the **Reports by Date** window on the UCR homepage. Locate and double click on the arrest form that requires modification.

Reports By Date

Agency Profiles

Return A's


View Reports

Create Reports


	Form	Agency ORI	Agency Name	Completion	Approval
✗ 11/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
<p>SummA created 11/14/2001 01:39:17 PM by ron heck</p> <p>Over18 created 12/26/2001 09:56:21 AM by Bill Ault</p>					
✗ 10/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending

Note: A callout box labeled "Double Click" points to the first row of the table.

- Click the **"Edit"** button, located in the upper left corner of the form.



UNIFORM CRIME REPORTING



AGE, SEX, AND RACE OF PERSONS ARRESTED, Over 18 Years of Age

Note: A callout box labeled "Edit" points to the Edit button in the top left corner.

- Make the necessary changes to the information on the form.
 - If new offenses need to be added, select each offense type that requires data to be entered and click the **"Show Offenses Table"** button. If only existing offenses require modification, scroll down past the offense selection table and continue with the next step.

Select the offenses which require data input:

☒ Murder & Nonnegligent Manslaughter

☐ Manslaughter by Negligence

☐ Forcible Rape

☐ Robbery

☐ Aggravated Assault

☐ Burglary - Breaking or Entering

☐ Larceny - Theft

☐ Motor Vehicle Theft

☐ Other Assaults

☐ Arson

☐ Forgery & Counterfeiting

☐ Fraud

☐ Embezzlement

☐ Stolen Property

☐ Vandalism

☐ Weapons - Carrying Possessing etc.

☐ Prostitution & Commercialized Vice

☐ Sex Offenses

☐ Sale/Mfg Opium or Cocaine

☐ Sale/Mfg Marijuana

☐ Sale/Mfg Synthetic Narcotics

☐ Sale/Mfg Other

☐ Possession Opium or Cocaine

☐ Possession Marijuana

☐ Possession Synthetic Narcotics

☐ Possession Other

☐ Bookmaking

☐ Numbers & Lottery

☐ All Other Gambling

☐ Offenses Against Family & Children

☐ Driving Under the Influence

☐ Boating Under the Influence

☐ Liquor Laws

☐ Drunkenness

☐ Disorderly Conduct

☐ Vagrancy

☐ All Other Offenses

☐ Suspicion

☐ Curfew & Loitering Law Violations

☐ Run-Aways

Show Offenses Table

- Enter your statistics into the applicable fields of the Over 18 ASR Arrest Form. **The totals for age groups should equal the totals for race for each offense.** *Note: You can use either the tab key or mouse to navigate through the form.*

CLASSIFICATION OF OFFENSES 1	SEX	AGE										
		18	19	20	21	22	23	24	25-29	30-34	35-39	40-44
Murder and Nonnegligent Manslaughter	Male	1	0	0	0	0	0	0	0	0	1	0
	Female	0	0	0	0	0	0	0	0	0	0	0

- When you have completed entry of the supplemental data, click the **“Zero-fill Remaining Fields”** button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all the fields must contain a value. To ensure all fields have a value, a user should click the **“Zero-fill Remaining Fields”** button. This automatically puts a zero in all empty fields.

Zero-fill Remaining Fields

SUBMIT

CALCULATE

- After completing all modifications, click the **“Submit”** or **“Submit & Review”** button to submit the form. The **“Submit”** button returns you to the UCR Homepage. The **“Submit & Review”** button returns you to the Arrests Over 18 Form, allowing you to view the changes. Either button will allow data to be saved.
- You will be prompted with the message *“Are you sure you want to save this form into the UCR database?”* Click **“OK”** to submit the form or **“Cancel”** to return to the Over 18 ASR Arrest Form and make modifications.
- If you chose the **“Submit”** button and the form was submitted without error, the message *“Your Document has been saved!”* will appear and you can continue to the next form by clicking **“Click Here”** and selecting the next form from the table at the bottom of the Return – A Form. If you see a message indicating the form was not successfully saved, note the reason given and click the **“Click here to return to your Arrest Over 18 Form”** link. Make the necessary changes to your form and resubmit.

If you chose **“Submit & Review”** and the form was submitted without error, you will be returned to the Arrest Over 18 form where you can review submitted modifications and make any further changes that may be necessary.